BOISE PUBLIC LIBRARY BOARD OF TRUSTEES
December 6, 2017, Meeting Packet Cover Page

AGENDA AND AGENDA NOTES

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 3.00, Services and Section 4.00, Use of the Library, Subsection 4.04 – 4.04b
  - Cover Page
  - Policy 3.01, Service Priorities
  - Policy 3.02, Service Hours
  - Policy 3.03, Services for Schools
  - Policy 3.04, Interlibrary Loan
    - Regulation 3.04a, Limits on Interlibrary Loan Service
  - Policy 3.05, Homebound Services
    - Regulation 3.05a, Limits on Homebound Services
  - Policy 4.04, Security
    - Regulation 4.04a, Rules of Conduct
    - Regulation 4.04b, Security Appeal Process
- Fiscal Year 2017 Year-End Budget Report
  - FY 2017 EOY Savings/Revenue Calculation Worksheet
- Priority Based Budgeting Overview
  - Priority Based Budgeting Overview
  - Strategic Framework
  - Scoring Cheat Sheet
  - Allocated Cost Program Summary
  - Priority Based Budget - Ranking
- October Customer Service Survey
  - Library Satisfaction Survey (Survey Monkey)
- Library Closure 2018 Calendar
  - Proposed Closures for Calendar Year 2018
  - 2017 Idaho Public Library Survey
- Collister Branch Lease Renewal
  - Collister Shopping Center - Retail Lease

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, October 2017
- Monthly Self-Checkout Statistics
AGENDA
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Board Meeting
December 6, 2017, 11:30 A.M.
715 S. Capitol Blvd.
Main Library, Marion Bingham Room

I. MINUTES

Approval of the November 1, 2017, Regular Meeting Minutes

II. BILLS AND PAYROLL

Authorization Requested for Payment of Bills and Payroll

III. COMMUNICATIONS

None

IV. LIBRARY TRENDS AND ISSUES

How the Public Uses Libraries and How People Fit Libraries into Their Lives

V. CONSENT ITEMS

Upon request of any Trustee, the following consent items may be considered separately:
   A. Acceptance of financial report through October 31, 2017
   B. Gift Fund activity, approval and acceptance of donations and grants
This information will be available and distributed at the meeting.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

VIII. DIRECTOR'S REPORT

IX. ADMINISTRATION AND MANAGEMENT REPORTS

X. OLD BUSINESS

A. Main Library Vision Project Update
B. Boise Public Library Policy Review: Section 3.00, Services and Section 4.00, Use of the Library, Subsections 4.04 – 4.04b
XI.  NEW BUSINESS

A. Fiscal Year 2017 Year-End Budget Report
B. Priority Based Budgeting Overview
C. October Customer Service Survey
D. Library Closure 2018 Calendar
F. Collister Branch Lease Renewal

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Trustee Review for December Vouchers by Baird

XIII. SELECTION OF MEETING DATE

Next Regular Meeting January 3, 2018
COMMUNICATIONS:
None

LIBRARY TRENDS AND ISSUES:

How the Public Uses Libraries and How People Fit Libraries into Their Lives
Mackie Welch, Youth Services Librarian, will review recent studies and reports from Pen Research describing how Americans use their public libraries. Library staff across the country are discussing these reports to determine appropriate service responses.

ADMINISTRATION AND MANAGEMENT REPORTS:

Trustees may ask management questions on items of interest from the written director’s report.

OLD BUSINESS:

A. Main Library Vision Project Update
   Library Director Kevin Booe and Project Coordinator Rob Bousfield will provide an update on the Main Library Vision Project.

   Recommended Action: Discussion item only.

   Required Action: No action is required.

B. Boise Public Library Policy Review: Section 3.00, Services; and Section 4.00, Use of the Library, Subsections 4.04 – 4.04b
   Interim Library Public Services Manager Shanna Decker will review section 3.00 of the Boise Public Library Policy Manual with the Trustees. Staff recommends no changes to this section of the policy manual. Decker will also review section 4.00, Use of the Library (subsections 4.04, Security, 4.04a Rules of Conduct, and 4.04b, Security Appeal Process) and highlight recommended changes to regulation 4.04a of this policy section. Draft changes are included in the supporting documentation section of the meeting packet. This continues the Library Board of Trustees annual policy review for Fiscal Year 2018 as stipulated by the Board’s bylaws.

   Recommended Action: Discussion item only.

   Required Action: Regulation changes do not require the Board’s approval. Discussion item only, unless the Trustees direct a change in the presented policy.

NEW BUSINESS:

A. Fiscal Year 2017 Year-End Budget Report
   Staff will review the Library’s Fiscal Year 2017 budget outcomes. A copy of the year-end report is included in the supporting document section of the meeting packet.

   Recommended Action: Discussion item only.
Required Action: No action is required.

B. Priority Based Budgeting Overview
Denise McNeley, Building Operations and Outreach Manager, will review the Priority Based Budgeting process, review the budget programs developed by library management, and review the scores the Management Team calculated for library programs.

Recommended Action: Approve the priority based budget library programs as presented.

Required Action: Motion to approve, revise, or reject the presented priority based budget library programs.

C. October Customer Service Survey
Shanna Decker, Interim Public Services Manager, will review the semiannual, in-house customer service survey taken on October 23-29. The survey was conducted at all Boise Public Library locations and available on the Library’s website. A copy of the report is included in the supporting document section in the meeting packet.

Recommended Action: Discussion item only.

Required Action: No action is required.

D. Library Closure 2018 Calendar
The list of Library recommended closures and reduced hours in 2018 is included in the supporting document section in the meeting packet. The closure list includes a request to close the Main Library on Monday, October 8, for staff in-service day.

Recommended Action: Approval of the recommended Library closures and reduced hours for 2018.

Required Action: Motion to approve, reject, or change the recommended closures and reduced hours for calendar year 2018.

The Library Board of Trustees is required under state code to certify the annual data report to the Idaho Commission for Libraries. Denise McNeley, Operations and Outreach Manager, will review the report, which is included in the supporting document section of the meeting packet.

Recommended Action: Certify the 2017 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries.

Required Action: Motion to certify the Boise Public Library 2016 Idaho Public Library Survey and forward to the Idaho Commission for Libraries.
F. Collister Branch Lease Renewal
Staff will review the Collister Shopping Center lease renewal commencing on March 1, 2018, for the Library! at Collister. A copy of the document is included in the supporting document section in the meeting packet.

**Recommended Action:** Approval of the recommended Collister Shopping Center lease renewal for the Collister branch.

**Required Action:** Motion to approve, reject, or change the presented Collister Shopping Center lease renewal for the Library! at Collister branch.